

Job Description

Potted Plant Production (PPP) - Production Manager – Riversun NZ

Job Title	PPP - Production Manager - Riversun NZ
Role Purpose	<p>The purpose of this role is to manage the planning and production of high quality, high health plants.</p> <p>This requires planning, directing, administering, coordinating and reviewing of production activities in order to optimize resource use, minimize production costs and maintain quality & hygiene standards.</p>
Reporting Relationships	<p>The role reports to the Nursery Business Manager.</p> <p>The role has direct reports comprising of Production Supervisors, Facilities Team Leader, and the Compliance Team.</p> <p>The role is expected to work collegially with other Riversun staff.</p>
Remuneration and Review	<p>The remuneration for the role will be determined by the competence and skill set of the job holder and set by negotiation.</p> <p>Performance reviews for this role will be carried out by the Nursery Business Manager in accordance with Riversun NZ policies</p>
Authorities	<p>The role has authority to:</p> <ul style="list-style-type: none"> • Represent Riversun Nursery Limited when requested • When delegated to, enter into contracts and agreements on behalf of Riversun NZ in accordance with Riversun NZ standard operating procedures, company values statement and company strategies • When requested to, recruit and discipline staff in compliance with the current legislation and in accordance with Riversun NZ standard operating procedures, company values statement and company strategies • Manage day to day production activities in accordance with Riversun NZ standard operating procedures, company values statement, and company strategies.
Key Results Areas	<p>Planning and Implementation</p> <ul style="list-style-type: none"> • Ensure there are approved annual operational plans for the businesses projected requirements with a focus of delivering in full, on time, on cost, and in quality to our Nursery clients. • Proactive daily/weekly plans are set and agreed in consultation with the Green Team Manager that ensure plant activities are scheduled in a timely manner that deliver optimum plant health, resource use, and are focused on delivery on time to clients. • Progress is regularly tracked and reported and, where necessary, corrective action is taken to ensure the achievement of the targets, outputs and outcomes set.

- Manage the maintenance of production schedules, quality, safety, and cost standards to achieve optimum efficiency within budget.
- Production facilities, plant & equipment is compliant with company policies and safety standards. This is proactively managed and reported.
- Production records and reports are effective, provide appropriate information, are timely and accurate.
- Expenditure is managed responsibly and remains within the agreed budgeted spend for the volumes produced, to ensure cost per unit KPIs are achieved
- Liaison with technical or administrative staff in order to resolve production problems
- The status of various projects and operations is constantly reviewed and adjusted in collaboration with other functions and departments and reflects any changes in business strategy.
- The position and concerns of production are effectively represented to other members of management, in order to ensure the efficient and collaborative achievement of the company strategic direction.

Production Operations

- Plant inventory forecasts are actively managed to ensure the Sales Manager has accurate information from which to managed client expectations and ensure a target of delivering on time and in full
- The production inventory is planned, structured and effective; is proactively managed to achieve production targets, outputs and outcomes, and is undertaken in accordance with Riversun NZ standard operating procedures
- Systems, process and standard operating procedures, which ensure the compliant achievement of the production targets are in place and functioning. Performance is monitored, tracked and reported.
- Effective analysis of staffing, facilities, plant and equipment, and production specification data is continually and consistently undertaken.
- Ensure an operational plan and labour strategy is developed to maximize resource and labour use and is focused on delivering agreed KPI cost and efficiency targets
- The procurement and maintenance of equipment is planned, structured and effective; is proactively managed to achieve production targets and is undertaken in accordance with Riversun NZ standard operating procedures.
- Conduct spot quality checks to ensure compliance with set standards.
- Quality control issues and problems are effectively investigated, analyzed and reported on. A positive attitude towards quality is developed, maintained and affirmed across all areas of production.
- An environment of continuous quality improvement is developed.
- Ensure Hygiene standards are maintained at optimum levels at all times, and strictly adhere to standard operating procedures

	<ul style="list-style-type: none"> • Health and safety issues and problems are effectively investigated, managed and reported on. A positive attitude towards health and safety is developed, managed and maintained across all areas of production. • Production activities are coordinated with other functions and departments and are undertaken in a collegiate manner. • Guidelines, policies and formats for production workers to operate under are set, communicated, managed and maintained. Appropriate staffing levels, training and succession planning is undertaken in order to ensure production targets, outcomes and outputs are achieved. • Research into new and improved production methods and new or emerging products is undertaken. Initiatives are evaluated, documented, costed, recommended and, where authorized, implemented. • Keep the production facility tidy and report any repairs and maintenance issues immediately • Maintain the appropriate culture within production that is consistent to the Riversun values • The Employer may request the employee to take on other projects and tasks as required
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Key Attributes:

- Organised
- Self starter
- Collaborative
- Pro-active
- Team orientated
- Open to change
- Flexible and adaptable
- Critical thinking